

E.B. Cape Center April, May and June Business Skills Learning Calendar

Classes	April Class Dates	May Class Dates	June Class Dates	Time
<u>Project Management Overview</u>	13	4		8:30 a.m. - 4:30 p.m.
<u>Employee Performance Evaluation (EPE)</u> (Supervisors and Managers ONLY)	2, 26	4, 19		8:30 a.m. - 4:30 p.m.
<u>Building and Leading Teams</u>		4		8:00 a.m. - 5:00 p.m.
<u>How To Get More Organized At Work</u>		5		8:30 a.m. - 12:30 p.m.
<u>Counseling and Performance Feedback</u>	27	6	2	8:30 a.m. - 4:30 p.m.
<u>Continuous Quality Improvement</u>	16	10		8:30 a.m. - 4:30 p.m.
<u>Leadership Communication</u>	2, 19	12	14	8:30 a.m. - 4:30 p.m.
<u>FISH!</u>	1, 26	13	15, 30	8:30 a.m. - 12:30 p.m.
<u>Tool Box For Supervisors</u>		13	22	8:00 a.m. - 5:00 p.m.
<u>Creating a Positive Workplace</u> (Supervisors and Managers ONLY)	6	13	15	8:30 a.m. - 4:30 p.m.
<u>Business Writing - A Ticket to Empowerment</u> (4 sessions)		14, 21, 28	4	8:30 a.m. - 4:30 p.m.
<u>Organizational Time Management</u>	1, 8	17		8:30 a.m. - 4:30 p.m.
<u>Fundamentals of Supervision</u>	22	17		8:00 a.m. - 4:00 p.m.
<u>Problem Solving and Decision Making</u>	21	3,19	2	8:30 a.m. - 4:30 p.m.
<u>Conflict Resolution</u> (Supervisors and Managers ONLY)		20	23	8:30 a.m. - 4:30 p.m.
<u>Coaching, Modeling and Mentoring</u> (Supervisors and Managers ONLY)	29	20	17	8:30 a.m. - 4:30 p.m.
<u>Leadership : The Foundation of Organizational Excellence</u>	15	24		8:30 a.m. - 4:30 p.m.
<u>Getting Started : Planning and Organizing for Results</u>	26	24		8:30 a.m. - 4:30 p.m.
<u>Effective Presentation Skills</u> (3 sessions)	20, 21 and 22	25, 26 and 27		8:30 a.m. - 4:30 p.m.
<u>Teamwork</u>	12	26	22	8:30 a.m. - 12:30 p.m.
<u>Business Grammar</u> (4 sessions)	5, 7, 9 and 12		11, 18, 25 and 7/2	8:30 a.m. - 4:30 p.m.
<u>Delivering Quality Customer Service</u>	5			8:30 a.m. - 4:30 p.m.
<u>Building a High Performance Team</u>	6			8:30 a.m. - 4:30 p.m.
<u>Creating Effective Work Plans</u>	8		8	8:30 a.m. - 4:30 a.m.
<u>Fundamentals of Management</u> (Supervisors and Managers ONLY)	8		9, 24	8:30 a.m. - 5:00 p.m.
<u>Supervising Difficult Employees</u>	9			8:30 a.m. - 4:30 p.m.
<u>Overcoming The Challenges of Change</u>	12			8:30 a.m. - 12:30 p.m.
<u>Project Management Overview</u>	13	4		8:30 a.m. - 4:30 p.m.
<u>Improving Communications At Work</u>	14			8:30 a.m. - 4:30 p.m.
<u>The Do's And Don'ts Of Delegation</u>	19			8:30 a.m. - 4:30 p.m.
<u>Workforce and Organizational Development</u>	19		21	8:30 a.m. - 4:30 p.m.
<u>Staffing The Best</u>	22			8:30 a.m. - 4:30 p.m.
<u>Dealing With The Stress Mess</u>	23			8:30 a.m. - 12:30 p.m.
<u>Performance Management</u> (Supervisors and Managers ONLY)	29		11	8:30 a.m. - 4:30 p.m.
<u>Applications of Project Management</u> (3 sessions)			10, 17 and 24	8:30 a.m. - 4:30 p.m.
<u>Positive Discipline Program</u>			4	8:30 a.m. - 4:30 p.m.
<u>Conflict Resolution: Building Workplace Relationships</u>			16	8:30 a.m. - 12:30 p.m.

NOTE: All classes meet for one day unless otherwise specified. Click on the class name for a description of the class. Obtain your supervisor's approval and register for classes through your Training Liaison. The Cape Center has been asked to enforce **Executive Order 1-37**. All employees who work, train or visit must display assigned City of Houston identification badges.

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